

This Fee Statement becomes a Tax Invoice for GST upon receipt of payment

Raymond Anderson
5 sorrel place
batemans bay NSW 2536

Issue Date 06/02/2019
Amount Due \$240.00
Date Due PAY NOW
Learner Number

Description	Amount	GST	Total
SmartConce for Certificate IV in Building and Construction (Building) (19OTE-001)	240.00	0.00	240.00
Campus: OTEN - Distance Education			
TOTAL		\$240.00	\$0.00
			\$240.00

Please read the back of this form for important information regarding this statement.

PAYMENT OPTIONS

PAY ONLINE using Visa or MasterCard: Go to <https://my.tafensw.edu.au> to log into the TAFE portal and access your Learner Portal.



Billers Code: 150607
Reference : 9127000005209765

Make this payment via internet or phone banking.
Note: Payment made by BPAY by 5:30pm AEST on any business day will be processed that day. Payments after 5:30pm AEST will be processed the following business day.



Raymond Anderson

IN PERSON



Present this payment slip with your cheque, EFTPOS or credit card at your campus of enrolment. Please make your cheque/ money order payable to TAFE NSW and write your name and student number on the reverse side of the cheque/ money order.



DO NOT SEND CASH OR CORRESPONDENCE. Please do not attach staples or pins to cheque. Complete details on the reverse of this payment slip for credit card or cheque/money order payments and post to:
OTEN - Distance Education 51 Wentworth Rd STRATHFIELD, 2135
Please make your cheque/money order payable to TAFE NSW.

AMOUNT DUE	\$240.00
DATE DUE	PAY NOW

IMPORTANT INFORMATION TO LEARNERS

You have accepted your enrolment offer. However, in order to secure your place you will need to pay your Student Fee, the Concession fee or have your fee exemption approved. Failure to do this may result in your position being offered to another applicant.

You can pay your Student Fee in full or by instalments, as identified on this Fee Statement.
The Concession fee will normally be paid in full, however if a payment instalment option is available, it will be identified on the Fee Statement.

You are required to make full payment of the notified instalment amount by the relevant due date as identified on the front of this Fee Statement.

Your Receipt

Your receipt will contain advice on what you need to do after payment. It will specify the number of hours you are studying each week which you will need to apply for Centrelink benefit and travel concession entitlements. Once you have paid or have a TAFE NSW fee exemption approved, a receipt will be emailed to you and you can access your receipt through your Learner Portal. If you do not have internet, contact your local college for assistance.

Withdrawals

If you do not wish to proceed with your studies, you must formally advise your campus and complete a TAFE NSW Withdrawal/Refund Application form, available at your campus of enrolment or online at the TAFE NSW and Institute websites. Your completed Withdrawal form should be returned to your campus of enrolment IMMEDIATELY as eligibility for refund or partial refund of fees may be affected.

When you withdraw from your Smart & Skilled studies you will be asked to identify if you are deferring your studies or discontinuing your studies.

You can defer your studies up to 12 months from your formal application to withdraw. If you return to your studies within the 12 month period, your Student Fee (or Concession fee) instalment amounts will not change. Your instalment schedule will be amended.

Learner Privacy

To facilitate the payment process, personal information including details of students' names, address, TAFE NSW product information and outstanding fees is disclosed to the Westpac Bank. This information is disclosed on the agreement that it is not used by the Westpac Bank for any purpose other than the administration of the payment process.

The provision of this information requested on this form is not required by law however, if you do not provide all or any of this information, then your enrolment with TAFE NSW may not be able to be processed. Personal information will be stored securely. You may access and/or correct any personal information provided at any time by contacting your TAFE NSW campus administration or by using TAFE NSW Learner Portal.

If you do not return within this 12 month period, your enrolment will be amended to show you as 'withdrawn and discontinuing' your study.

You can withdraw and discontinue your studies. If you wish to return to complete your studies, you will be reassessed against the Smart & Skilled eligibility and entitlement criteria, current at that time, to determine your Student fee or eligibility for a Concession fee or fee exemption.

Refund Conditions

Refund or partial refund of the *Smart & Skilled* Student Fee may be given in the following circumstances:

- you have overpaid the Student Fee or concession fee.
- the course has been cancelled by the campus or Institute.
- you have paid the full Student Fee but then receive Newstart or Austudy within two weeks of the date of enrolment and become eligible for the Concession fee.
- you formally advise the campus that you are withdrawing from the enrolment with no attendance or participation in training.
- you have been granted Credit Transfer for previous study for one or more Units of Competency, after commencement of training/participation.
- you have been granted Recognition of Prior Learning (RPL) for one or more Units of Competency, after commencement of training/participation.

For Fee for Service training, where the student formally withdraws before the commencement of training, and the training is (i) less than one (1) week duration, the student must formally withdraw five (5) business days before commencement of training to be eligible for a refund; (ii) greater than one (1) week duration, then the Student Fee will be refunded.

Please refer to the TAFE NSW Institute websites and published information related to Fees and Refunds.

Government subsidised training, VET Fee Help, Higher Education Fee Help and Fee for Service training are covered by separate conditions.

Behind in paying your Student Fee, concession fee or other fees and charges?

If you have outstanding fees or charges, you will not receive:

- Testamur
- Transcript of Academic Record
- Record of Successful Study
- Statement of Competencies Achieved
- Report to Employer
- Access to online services

Enquiries in relation to this notification may be directed to the TAFE NSW Campus and contact number printed on the front of this notification.